



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

11th April 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th April 2018, at the rising of the Extra Ordinary Meeting** at Parish Council Office, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at 8 pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.00pm, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 17/132A To advise the recording of the meeting - Chairman**
- 17/133A To note apologies for absence and approve reason, where appropriate**
- 17/134A Declarations of Interest**
- 17/135A Minutes of the Finance and Administration Committee meeting held 19th March 2018 for approval**
(sent with Parish Council papers)
- 17/136A Matters from the Minutes – for the purpose of report only**
 - 17/136.1A (Item 17/122.1A) Santander Options for Maturing Bond - update
 - 17/136.2A (Item 17/124.2A) Parish Plan Allocation - update
- 17/137A Parish Office**
 - 17/137.1A (Item 17/110.2A) IT Equipment for Parish Office – update
 - 17/137.2A Re-Painting of Parking Bays
- 17/138A Budget**
 - 17/138.1A Detailed Receipts and Expenditure Analysis as at 31st March 2018 (attached)
 - 17/138.2A Summary of Provisions as 31st March 2018 (attached)
- 17/139A Bank Reconciliation for March 2018** (to be carried out at meeting)
- 17/140A Accounts for payment** (to be given at meeting)
- 17/141A Correspondence**
 - 17/141.1A Public Works Loans Board Statement
 - 17/141.2A NALC Section 137 Expenditure Limit for 2018-2019
 - 17/141.3A Public Works Loans Board – Payment notification
 - 17/141.4A Opus Energy – Increase of 4.46% on non-energy costs
 - 17/141.5A Non-Domestic Rate Bill 2018/19
- 17/142A Audit of Accounts 2017-2018**
- 17/143A Bank Signatories – Update**
- 17/144A Parish Council Website – update**
- 17/145A Matters for the next meeting – 14th May 2018**